

INSTRUCTIONS RELATING TO THE PREPARATION OF AGENCY LEGISLATIVE PROGRAMS

1. An agency's proposed legislative program will be divided into two parts:

PART I -- PRESIDENT'S PROGRAM PROPOSALS

Those items which an agency believes are of sufficient importance to be included in the President's legislative program and given specific endorsement by him in one of the regular annual messages, such as the budget message, or in a special message.

PART II -- ALL OTHER PROPOSALS

2. Within each Part, the items will be listed in order of relative priority.

3. With respect to each item of proposed legislation, the following information will be provided:

- a. A brief description of the proposal, its objectives, and its relationship to existing programs. Agencies are encouraged to include greater detail on the specific provisions of their proposals in cases where the proposals are included in Part I, or where the subject matter proposes new policies or programs or raises complex issues.
- b. Pertinent comments as to timing and readiness of drafts.
- c. Pertinent references to bills and reports concerning the subject in current or recent sessions of Congress.
- d. An estimate of (1) any appropriations which would be required during each of the first five years, (2) any savings in appropriations, (3) any changes in budget receipts, or (4) any changes in the receipts or expenditures of a trust fund or a special fund.

Each item of proposed legislation will be given a separate number for purposes of ready identification.

4. The lists of legislative proposals still under consideration and of expiring laws (see Section 3 of the Circular) will be presented separately from Parts I and II. The following special instructions apply to them:

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- a. Items still under consideration will be listed in approximate order of priority and each briefly described in terms of subject matter and status.
- b. Expiring laws will be described in terms of (1) the subject, (2) the citation, (3) the date of expiration, and (4) a brief explanation including the agency's views as to whether the law should be extended or permitted to expire. If an agency recommends extension, the proposal will be included in Part I or Part II (see 1 above), as appropriate.

5. The statement shall be prepared on 8 by $10\frac{1}{2}$ size paper. General conformance to the format of the attached exhibit will greatly facilitate the use of these programs.

Attachment

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